

**South Whitley Community Public Library
Board of Finance and Board Meeting Minutes**

1/9/2020

6:00 p.m.

Annual Board of Finance Meeting

The Board of Finance Meeting was called to order at 6:02 p.m. by Board of Trustees President Randy Holler. Present at the meeting with Board Members Matt Long, David Warner, Shannon Fortman and Heidi Hull.

- The library currently does not have any investments.
- The 2019 Financial Report and Appropriations Report were reviewed and found to be in order.
- The list of 2020 Board Meeting dates and official publications will be sent to these area newspapers: *Columbia City Post and Mail*, *Warsaw Times Union*, *South Whitley Tribune News* and the *North Manchester News Journal*.
- Board of Finance Meeting was adjourned at 6:05 p.m.

The regular monthly meeting of the South Whitley Community Public Library Board of Trustees was held at the Library, 201 East Front Street, with the board members listed below in attendance. Also present was Director, Vicki Builta, and library employee and note taker, Maddie Shultz. The meeting was called to order at 6:05 p.m. by President Randy Holler.

Thereafter, with President Holler presiding, and with these minutes being transcribed by or under the direction of Board Secretary Alice Nicodemus, the following proceedings transpired with all actions being duly moved and seconded, and all action taken being upon a unanimous vote of the Board, or without dissenting vote or abstention unless otherwise noted:

Present:	Absent:
Randy Holler	Kris Shoemaker
Matt Long	Alice Nicodemus
Shannon Fortman	
Heidi Hull	
David Warner	

Election of 2020 Officers

President Randy Holler

The slate of officers for 2020 was presented. All current office-holders were recommended to continue in their positions. These are: President – Randy Holler, Vice-President – Shannon Fortman, Secretary – Alice Nicodemus, and Treasurer – Kris Shoemaker. Heidi Hull moved to accept the presented slate of officers and Matt Long seconded. The motion passed.

Approval of Minutes

President Randy Holler

The minutes of the December 12, 2019 SWCPL Board Meeting were approved as written.

Treasurer's Report**Treasurer Kris Shoemaker**

- President Randy Holler presented the Monthly Reports. Some concerns with the records presented were noted. Therefore, the Director will have the Bookkeeping Service provide a Financial Report for the month of December, 2019, rather than the entire year. The fund from which an invoice to D-T Construction was paid will also be checked. The Board members would like to know if the fall 2019 property tax disbursement has been received; if it has been received, they would like to know the date it was deposited.
- After sharing the financial reports, President Holler reminded Board members that, in the case of a surplus at the end of the fiscal year, they have the option to move no more than 10 % of the annual budget to the Rainy Day fund. His estimate of the figure would be \$ 64,873. The Board members were in favor of this transfer and no negative consequences were presented. The exact total will be checked for the transfer resolution.

Approval of Claims**President Randy Holler**

Claims were signed as presented.

Director's Report**Director Vicki Builta**

- The Program Committee met yesterday to work on how best to focus on the objectives in our new long-range plan through programming.
- Our Carols by the Fire program had average attendance. The most popular of the three concerts was presented by the Kevin Piekarski Trio.
- I am working on getting the three summer concerts for 2020 scheduled. I have one firmly scheduled for June and have contacted a number of possible groups for July and August. Pricing for some of the groups is substantial, even when they are advised that we only expect a 60 to 90 minute presentation.
- Allison Mosher began working at the Circulation Desk on January 2nd. She will be working two or three days a week for us.
- The library's Criminal History Check policy is still in the planning stages. The information shared by the Indiana Library Federation offered some good suggestions, which we will keep in mind. At this time, we plan to wait until the 2020 legislative session offers some possible direction on this process.
- Our new website is currently under development. Gearhead Design's photographer came on December 18th to snap a few pictures to include on the site.
- The Invitation to Bid Letters went out on December 17th to Signature Audio, Hires, Advanced Systems Group, All Pro Integrated Systems, and ESCO Communications. After a pre-bid informational meeting last night, it looks like we will have bids from Signature Audio, Advanced Systems Group and ESCO Communications (now called New Era Tech).
- A grant application to the South Whitley Community Facilities, Inc. was submitted in mid-December. We received notice this week that we would be receiving \$ 500 to use toward courtyard seating.
- Our children's librarian will be submitting a grant to purchase science kits to circulate, as well as a summer reading grant to the Dollar General Literacy Foundation.

Director's Report**Director Vicki Builta**

- The Bookkeeper's Office was emptied on December 30th, with the majority of the files being placed in storage downstairs. Items that require ready access were placed in a locked cabinet in a lower level secure closet. The furniture was dismantled and stored in our storeroom on December 31st. The Director's office was emptied on January 2nd and then the furniture was dismantled and stored on January 4th, with the majority of the files also being stored downstairs. Both the Bookkeeping Service and I are working from temporary quarters in the Genealogy Department.
- Havel completed our annual maintenance of heating equipment. At that time, they made the repair to the boiler safety valve that the Cincinnati Insurance representative was concerned about during his inspection in November.
- We moved our copier/fax/scanner away from the upcoming construction area, which required some assistance from SDS Communications.
- Our accounting and payroll software from AVC Technology was updated to the 2020 version recently. Account and fund numbers, per the State Board of Accounts, have been changed. A few glitches have developed, but we have been in contact with AVC Technology in order to get all of these cleared up quickly.
- I have made the Whitley Tax Service/Romine Group employees aware that they will need to prepare the information for two upcoming reports for the State Board of Accounts – the 100 R and the AFR (Annual Financial Report). They will also need to provide finance-related data for the Annual Report required by the Indiana State Library. Deadlines have been set for them so that I will then have time to look these over carefully before the submittal is actually uploaded to Gateway, or for the ISL report, to CollectConnect.

Old Business**President Randy Holler**

- There was no old business.

New Business**President Randy Holler**

- 2019 4th Quarter PLAC report was explained and signed.
- The non-resident fee will remain the same, \$110, for 2020, per a motion presented by Shannon Fortman, seconded by Heidi Hull, and passed unanimously.
- David Warner brought up the idea of increasing our Programming budget, as entertainers and presenters' costs are going up, and also because we will soon have a nice, new venue in which to feature these groups. He suggested doubling the budget, from \$10,000 to \$20,000. Mr. Holler suggested that \$10,000 could be moved from the Rainy Day fund to cover that.

Miscellaneous & Public Comment**President Randy Holler**

- President Holler explained the status of the auditorium A-V process. Due to a number of questions and suggestions from other bidders, the deadline for submittal of bids is now February 13th, the date of the next Board meeting. He also reminded Board members that Kelsy Presl designed the system that is being bid on; if he does not get the bid he will still receive \$7000 for his design work. Heidi Hull will check with Jess Hull for further information regarding the projector and screen noted in the specifications.
- Due to concerns about the vote to select the winning bidder for the A-V project at the February meeting, the Board determined that an Ad Hoc committee should be formed. A motion to form this committee was offered by Shannon Fortman and seconded by Matt Long. This motion passed. The Ad Hoc committee of Shannon Fortman, Matt Long, David Warner and Heidi Hull was authorized to make the decision regarding the A-V bids, with three votes sufficient for passage.
- No other information was offered and no other members of the public were in attendance for comment.
- Next Meeting will be February 13, 2020 at 6 p.m.

Adjournment**President Randy Holler**

- Meeting was adjourned at 6:37 p.m.

Attest:

_____, Secretary

Date: _____

South Whitley Community Public Library
Board Meeting Minutes
2/13/2020
6:00 p.m.

The regular monthly meeting of the South Whitley Community Public Library Board of Trustees was held at the Library, 201 East Front Street, with the board members listed below in attendance. Also present was Director, Vicki Builta, and library employee and note taker, Maddie Shultz. The meeting was called to order at 6:05 p.m. by Vice-President Shannon Fortman.

Thereafter, with Vice President Fortman presiding, and with these minutes being transcribed by or under the direction of Board Secretary Alice Nicodemus, the following proceedings transpired with all actions being duly moved and seconded, and all action taken being upon a unanimous vote of the Board, or without dissenting vote or abstention unless otherwise noted:

Present:	Absent:	
Heidi Hull	Kris Shoemaker	Randy Holler
Matt Long	David Warner	Alice Nicodemus
Shannon Fortman		

Approval of Minutes	Vice President Shannon Fortman
The minutes of the January 9, 2020 SWCPL Board Meeting were approved as written.	

Treasurer's Report	Treasurer Kris Shoemaker
<ul style="list-style-type: none"> • Treasurer Shoemaker discussed the January appropriations and financial report. Explanations were given for the accounts that were already noticeably over budget. • Matt Long made a motion to accept the Treasurer's report and this motion was seconded by David Warner. The motion passed. 	

A-V Bids	Vice President Shannon Fortman
<ul style="list-style-type: none"> • Vice President Fortman suspended the order of the evening's agenda when SKRM architect Jeff Kumfer arrived so that the bids for the audiovisual equipment for the expansion's auditorium could be opened. • Three bids were received. Mr. Kumfer opened and read each bid, along with any obvious explanations needed, while Fortman recorded the company name and bid of each. • The bids were: New Era Technology - \$67,560; Signature Audio - \$44,450 and ASG - \$ 34,000. • The location of each company was noted, and members were reminded that Kelsy Presl of Signature Audio designed the project and would be paid \$7000 for that work if his company was not awarded the work. Kumfer and Director Builta answered some questions. • Dave Warner made a motion to accept the Signature Audio bid and that was seconded by Matt Long. The motion passed. 	

Approval of Claims**Vice President Shannon Fortman**

Claims were signed as presented.

Director's Report**Director Vicki Bulta**

- Some of the programs for February and March were explained.
- It was reported that Mr. Fox would like us to consider showing basketball and football games – via television – in the new auditorium. At a meeting in late January with Fox, I explained possible issues with this plan: expense of television service (which we do not currently have), expense of paying staff during times that the library is not usually open, concerns about whether local residents would perceive a need for this. The Board noted that they would look into this.
- The ILF's Regional Conference in Elkhart will take place in early April. I would like for staff to attend this event. The library would need to be closed to facilitate this. (The Board agreed to this closing.)
- Results of the most recent *Library Journal* statistical comparison of libraries were shown, via spreadsheet. Once again, SWCPL did very well, ranking in the top 10 % of the over 1200 libraries similar to our size.
- A brief explanation of current legislative work relating to libraries was given.
- New outreach events that we are trying include having welcome bags at Town Hall for new residents who come in to get utilities connected and doing library card sign-ups at local establishments.
- Building progress on the addition– or lack of – was discussed. Perpetual problems with elevator inspections and licenses were explained.
- Efforts to procure Category 2 federal funding for our network cabling for the expansion started with a mandatory walk-through of interested bidders today. Only one potential bidder attended.
- Every effort is being made to complete all required state reports – to the State Board of Accounts and to the Indiana State Library – in a timely fashion.

Old Business**Vice President Fortman**

- A tour of the building project for interested board members took place before the meeting.

New Business**Vice President Fortman**

- There was no new business.

Miscellaneous & Public Comment**Vice President Fortman**

- David Warner has agreed to be the library's representative on the Town Park Board.
- Mr. Warner was interested in publishing a copy of one of the crossword puzzles that the library created in the local newspaper, as an outreach effort. Prices for this publication were shared. Because of the high cost, it was decided not to pursue this.
- Next meeting will be March 12, 2020 at 6 p.m.

Adjournment**Vice President Fortman**

- Meeting was adjourned at 6:55 p.m.

Attest:

_____, Secretary

Date: _____

**South Whitley Community Public Library
Board Meeting Minutes
3/12/2020
6:00 p.m.**

The regular monthly meeting of the South Whitley Community Public Library Board of Trustees was held at the Library, 201 East Front Street, with the board members listed below in attendance. Also present was Director, Vicki Bulta, and library employee and note taker, Maddie Shultz. The meeting was called to order at 6:00 p.m. by President Randy Holler

Thereafter, with President Holler presiding, and with these minutes being transcribed by or under the direction of Board Secretary Alice Nicodemus, the following proceedings transpired with all actions being duly moved and seconded, and all action taken being upon a unanimous vote of the Board, or without dissenting vote or abstention unless otherwise noted:

Present:		Absent:
Alice Nicodemus	Kris Shoemaker	Heidi Hull
Matt Long	David Warner	
Shannon Fortman	Randy Holler	

Approval of Minutes	President Randy Holler
The minutes of the February 13, 2020 SWCPL Board Meeting were approved as written.	

Treasurer's Report	Treasurer Kris Shoemaker
<ul style="list-style-type: none"> The Financial Report was discovered to have errors, so was tabled until the April meeting. The Appropriations Report was reviewed by the Treasurer, noting the accounts that are presently over budget and the reasons for those overages. 	

Approval of Claims	President Randy Holler
<ul style="list-style-type: none"> The Claims Register was not available at the time of the meeting. It will be presented for signatures at the next Board meeting. 	

Director's Report	Director Vicki Bulta
<ul style="list-style-type: none"> Our adult winter reading program had 30 participants who submitted a total of 231 entries for completed tasks on their game board. The four grand prize winners were Jill Baker, Abby Wolfe, Jo Ellen Gaff and Dalise Kroskie. Our contest to find the We Love Our Library Signs had 63 participants. The four winners were Cheryl Porter, Shannon Langmaid, Sonda Coble and Esther Lancaster. 	

Director's Report**Director Vicki Builta**

- Our non-resident fee for 2020 will remain the same as it has been since mid-2018, \$ 110. In 2019, we spent \$ 107.84 per capita from our operating fund, which is 9.3 % of all expenditures. To remain in compliance with standards, the percentage must be at least 8 %.
- SB410 passed both the Indiana House and Senate unanimously during this legislative session. This bill clarifies some of the wording from last year's HEA1343 for clearer implementation, allows public libraries to offer library cards to foster children, and requires criminal history check policies for libraries.
- Evergreen is now offering libraries the option to use a new patron profile called Junior Access or Junior Limited Access. This change was developed to coincide with the recently passed legislation that included the provision that foster children could get library cards in the area where their foster parents lived.
- 2020 is turning out to be a memorable year for SWCPL. Fifty years ago, in 1970, was when the brick building replaced the little white house. Thirty years ago, in 1990, is when the east addition that now houses the Gem Collection was completed. And our most recent expansion will be completed this year. Staff has been considering a way – or ways – to commemorate these milestones in the library's history.
- Due to ongoing problems with the work crews and their abuse of our building, I told D-T Construction that their workers are no longer welcome to use our toilets, as of earlier this week. There is a portable toilet outside for their use.
- On the advice of our current Department of Local Government Finance Field Representative, George Helton, I have now updated the library's information in the Debt Management form on Gateway to reflect our loan from Crossroads Bank.

Old Business**President Randy Holler**

- A progress report on the building expansion was given. Recent delays were noted. A list of expenses to date was presented to the Board, with the most recent ones pointed out.
- An update on the bookkeeping service arrangement was provided and questions were answered. Board President Holler will be meeting with the Romine Group soon and will share the results of that discussion. The names of other individuals with bookkeeping or accounting experience were shared, should the meeting result in the need to hire a different service.

New Business**President Randy Holler**

- It is time for the Director's annual evaluation. A copy of the evaluation form was provided to Board members, along with a document of work accomplished in 2019. Board members were asked to bring these evaluations to the April meeting. An email reminder will be sent one week prior to that meeting.
- Due to the COVID-19 pandemic, possible emergency library procedures were discussed. A memorandum from the Indiana State Library was shared with the Board via email.
- It was noted that contact with the local health department is vital.

New Business	President Randy Holler
<p>In lieu of any specific instructions from the state, SWCPL should prepare to follow the guidelines of the health department or the local schools.</p> <ul style="list-style-type: none"> • The Board did voice agreement with staff continuing to be paid if the library were to be closed during this situation. • A Special Meeting will be held on Monday, March 16th at 6:00 p.m. to discuss new developments, should the state make further recommendations or the Whitko schools close. 	

Miscellaneous & Public Comment	President Randy Holler
<ul style="list-style-type: none"> • Mr. Holler shared some information from Alan Fox: <ol style="list-style-type: none"> 1. The Lane Tech (Chicago) section of his video vignettes can be removed to shorten the length. 2. Fox would like to form a committee that would develop more historical and educational videos. 3. He would like the library to give serious consideration to the purchase of video game systems and games for the teens. • Next meeting will be April 9, 2020 at 6 p.m. 	

Adjournment	President Randy Holler
<ul style="list-style-type: none"> • Meeting was adjourned at 7:00 p.m. 	

Attest: _____, Secretary

Date: _____

South Whitley Community Public Library
Special Board Meeting Minutes

3/16/2020

6:00 p.m.

A special meeting of the South Whitley Community Public Library Board of Trustees was held at the Library, 201 East Front Street, with the board members listed below in attendance. Also present was Director, Vicki Builtta. The meeting was called to order at 6 p.m. by President Randy Holler.

Thereafter, with President Holler presiding, and with these minutes being transcribed by or under the direction of Board Secretary Alice Nicodemus, the following proceedings transpired with all actions being duly moved and seconded, and all action taken being upon a unanimous vote of the Board, or without dissenting vote or abstention unless otherwise noted:

Present: Randy Holler Shannon Fortman Alice Nicodemus	Kris Shoemaker David Warner	Absent: Heidi Hull Matt Long
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New Business	President, Randy Holler
<ul style="list-style-type: none">The only business topic for this meeting was the possible closing of SWCPL due to the COVID-19 pandemic. After discussing the recommendations of Indiana Governor Eric Holcomb, the Centers for Disease Control and Prevention, and the Indiana State Department of Health, and considering that Indiana schools are closed in order to abide by the mandate to avoid gatherings of over 50 people, the SWCPL Board of Trustees decided that the South Whitley Community Public Library will close to the public as of Tuesday, March 17, 2020, until further notice.The Board reiterated their understanding that all staff (full and part-time) will be paid for their scheduled work hours for the duration of this event.Signage will be posted at the library's main entrance with closure information. A letter provided to the Board, explaining the decision and possible upcoming library service changes, will also be enlarged and posted at the entrance as soon as possible.	
Adjournment	
<ul style="list-style-type: none">Meeting was adjourned at 6:20 p.m.	

ATTEST:

_____, Secretary

Date

South Whitley Community Public Library
Board Meeting Minutes

5/14/2020

6:00 p.m.

The regular monthly meeting of the South Whitley Community Public Library Board of Trustees was held at the Library, 201 East Front Street with the board members listed below in attendance. Also present was Director Vicki Builta. The meeting was called to order at 6:08 p.m. by President Randy Holler.

Thereafter, with President Holler presiding, and with these minutes being transcribed by or under the direction of Board Secretary Alice Nicodemus, the following proceedings transpired with all actions being duly moved and seconded, and all action taken being upon a unanimous vote of the Board, or without dissenting vote or abstention unless otherwise noted:

Present: Kris Shoemaker Alice Nicodemus Randy Holler David Warner	Absent: Matt Long Heidi Hull Shannon Fortman
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Approval of Minutes

President Randy Holler

The minutes of the regular March 12, 2020 Board meeting and the special March 16, 2020 Board meeting were approved as written.

Treasurer's report

Treasurer, Kris Shoemaker

Corrected financial documents from February 2020 were presented, along with the documents from March and April. Alice Nicodemus moved to approve the Treasurer's Report. The motion was seconded by David Warner and carried unanimously.

The amended 2020 Salary Schedule resolution was explained. Board member signatures were added to the resolution.

Approval of Claims

President, Randy Holler

The claims for February, March and April were signed as presented.

Director's Report**Director, Vicki Builta**

- We made it a point to promote our free, no password required, 24-7 accessible Wi-Fi for those who needed to get online during the state's Stay-At-Home order. Hot spots were put close to exterior windows in an effort to further boost the signal.
- An online library card application process was initiated, which staff handled remotely.
- Ask a Librarian service is now available Monday – Friday from noon to 2 p.m.
- Curbside pickup was re-started and document services are also now available (copies, faxes, print jobs) at no charge.
- Appointments can now be made for both computer and Genealogy assistance, in order to maintain social distancing.
- Inventory and weeding of the entire collection has been completed.
- A Public Health Emergency Policy was developed, because our Catastrophic Event policy did not offer as much detail as was required to navigate the current situation.
- Per Governor Holcomb's May 4th Executive Order 20-26, both Employee and Patron Guidelines for reopening were written and posted.
- In staffing news, Lisa Gawthrop started her training last week since the school year has wound down. Maddie Shultz is now transitioning from part-time to full-time. Anita Sautter will retire at the end of May.
- The construction project continues. There have been delays and concerns, but overall things have gone smoothly considering we had to limit the number of people in the building for a substantial amount of time recently.
- Both staff and Blue Sky have done deep cleaning throughout the building, mostly to rid ourselves of all of the dust created over the last few months.
- We submitted a grant to Duke Energy for financial support with our landscaping additions that were requested by the town's Plan Commission.
- The South Whitley High School Class of 1954 is going to donate money for courtyard furniture.
- An LSTA grant to digitize the *Specialty Salesman* magazines that we have was submitted in late April. The Indiana State Library oversees this program and has made it clear that there will not be as much money available through this program as was once expected, so we may have to move forward with this without the grant funds.
- We learned this week that our request for Category 2 funding for our network cabling for the addition was approved for 70 % support. Our portion, plus the part of the firewall expense not approved for funding and maintenance for the switch will be approximately \$8663.36.
- Jennifer Dorman has come on board to handle our bookkeeping work in order to begin the transition that Romine Group requested.
- We learned today that we received a \$3000 grant from the Dollar General Literacy Foundation for summer reading.

Old Business**President, Randy Holler**

- President Holler collected evaluations for the director from those members present and will reach out to members who have not yet submitted theirs.
- A report showing the breakdown of expenses for the current expansion project was shared. It is expected that revenue available will exceed the required funds by a substantial margin.

New Business**President, Randy Holler**

- The Public Health Emergency Policy and Phased Reopening Plans were presented retroactively in person, having been shared electronically with Board members previously.
- David Warner made a motion to approve these policies, Alice Nicodemus seconded the motion. Both were approved unanimously as written.

Miscellaneous & Public Comment**President, Randy Holler**

- President Holler announced that he will be resigning from the SWCPL Board of Trustees at the conclusion of the June, 2020 meeting. He will be moving out of the library's service area. The Board's Vice President, Shannon Fortman, will be leaving as well, when her term ends in September.
- There was a question about the residency requirements for Library Board members. The Director will look into that further and clarify the details.
- Alan Fox was present and shared some information:
Eberly Photography may have some additional photos to add to his videography
He has purchased some DVDs that he recommends we use in our historical programming.
A suggested addition to the auditorium lobby is a plaque to honor South Whitley natives who achieved great success in their lives. Several plaques would actually be created, one for the library and one for each honoree.

Adjournment

- Meeting was adjourned at 6:50 p.m.

ATTEST:

_____, Secretary

Date

South Whitley Community Public Library
Board Meeting Minutes

6/11/2020

6:00 p.m.

The regular monthly meeting of the South Whitley Community Public Library Board of Trustees was held at the Library, 201 East Front Street with the board members listed below in attendance. Also present was Director, Vicki Builta and library employee and note taker Maddie Shultz. The meeting was called to order at 6:00 p.m. by President Randy Holler.

Thereafter, with President Holler presiding, and with these minutes being transcribed by or under the direction of Board Secretary Alice Nicodemus, the following proceedings transpired with all actions being duly moved and seconded, and all action taken being upon a unanimous vote of the Board, or without dissenting vote or abstention unless otherwise noted:

Present: Randy Holler Shannon Fortman Kris Shoemaker	Heidi Hull David Warner Alice Nicodemus	Absent: Matt Long
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Approval of Minutes

President Randy Holler

The minutes of the May 14, 2020 Board meeting were approved as presented.

Treasurer's report

Treasurer, Kris Shoemaker

Kris Shoemaker presented the report, noting differences between balances from last year and this.

A few accounts are above budget at this time, and Treasurer Shoemaker mentioned that some transferring of funds may need to be done later in the year if this trend continues.

A resolution to use August and September 2020 LIT (Local Income Tax) funds to make the loan payment to Crossroads Bank in January, 2021, was explained and then passed to Board members for their signatures.

Approval of Claims

President, Randy Holler

The claims for May were signed as presented.

Director's Report

Director, Vicki Builta

- Summer reading runs from June 1st to July 31st. Patrons may participate using the Reader Zone app or by using a paper form available in the children's department.
- Our June summer concert was canceled due to the ongoing public health emergency. At this time, July and August concerts are still planned; the bands are willing to play if proper social distancing is enforced and the events are held outside.
- For our June staff meeting, we will be focusing on possible ways to reinstate programming that patrons will feel safe and comfortable attending.
- The full-time staff was consulted regarding the Indiana Library Federation's PL2030 library sustainability self-assessment tool. I provided information about the various levels of SWCPL engagement in all areas included in the survey and we met to answer questions and share possible improvements. The areas surveyed were Board Governance (Strategic Planning, Board Structure and Meetings, Policies), Human Resources (Leadership Stability and Accountability, Employee Training and Development, Competitive Compensation and Benefits), Financial Management (Financial Accountability, Budget Process, Financial Stability: Cash and Reserves, Financial Stability: Debt and Long-Term Trends), Library Services (Library Service and Community Responsiveness, Technology and Innovation, Outcome Measurement) and External Relations (Website and Communications, Community Leader Presence, Policymaker Contacts/Relationships).
- Some local Boy Scouts, led by Pius Werner, moved many heavy items for us this week. The large meeting room tables were moved from Room A to the auditorium closet. Extra shelving was moved from the Food Pantry garage to our basement storage area.
- The South Whitley Park Board is allowing the Children's Department to put together an outside Story Stroll for families. They hope to have this available soon.
- We have been offering free book grab bags to patrons. These consist of materials that we have removed from the collection. We have a number of bags of children's material left so we plan to check with local groups to see if they would be interested in them.
- We have a new agreement with Blue Sky services for their weekly fee to clean the entire building.
- New shelving was installed by Mischler Studios near the circulation desk; they also moved the commemorative signage and plaque from the building renovation in 2006 to the area that used to be the Director's Office.
- Full-time staff have been trained on the use of the seating in the auditorium and will receive training on the use of the audio-visual equipment from Kelsy Presl late next week.
- Furniture has been ordered for the auditorium lobby. Additional directional signage has been ordered from Diskey Signs.
- I have arranged for the current parking lot to be sealed and repainted, tentatively scheduled for late July or early August or whenever the current project is finished.
- Havel has provided an updated maintenance agreement to us. We will pay an additional \$ 336 for the remainder of this year, reflecting the additional units included in the fall inspection. Our annual agreement cost for 2021 will be \$1992.
- I notified Todd Jones that the majority of the construction is now complete, so he will be updating our insurance policy to remove the Builders Risk coverage.
- I met with Terry Eberly this week about possible relocation of some existing pictures and plaques and the addition of some South Whitley photographs.
- Mike Balsler removed some items from our mechanical rooms today that are no longer of use to us. He also moved the furniture from the Food Pantry garage to Meeting Room A.
- We are experiencing some problems with purchasing some of the sanitation supplies that we need, primarily disposable gloves and antibacterial wipes. The gloves have skyrocketed in price; the wipes are just not available to purchase. We are doing the best we can.
- Patrons have been slow to adapt to our social distancing expectations, but are doing better now that circulation desk staff is working harder to model what we would prefer and have added a sign reminding people to put the items they want to check out through the open slot in the sneeze guards.
- New Era Technology installed our network cabling for internet and telephone access in the newest section of the building on June 4th and 5th. Larry Michael was able to finish up many connections today so that wired internet and telephones are now available in the expansion area.
- Cottage Watchman will be installing our new security cameras, hopefully during the week of June 15th.

- We are ordering a new AWE computer to replace the one in the Children's Department that quit working some time ago. We were in the process of doing this a few months ago and were interrupted because of our closure.
- Jennifer Dorman has taken over the bookkeeping duties and has caught on very quickly. She took care of accounts payable, the insurance allowance check, the payroll and the bank reconciliations this week.
- At their June 1st meeting the Whitley County Commissioners reappointed Heidi Hull to her board position for an additional 4- year term, which will end in 2024.
- Kelsey Jo Kessie has agreed to an appointment to our Board to complete the remaining year of Randy Holler's term.

Old Business

President, Randy Holler

The Director evaluations were passed to Vice President Shannon Fortman so that she could call a Personnel and Policy committee meeting to discuss the results with Director Builta, as this will be Board President Randy Holler's last meeting.

New Business

President, Randy Holler

- Per SEA 410, each public library in Indiana must complete a form for the Indiana State Library noting which local government entity serves as its Fiscal Body. This was explained to the group. President Holler signed the form on behalf of the board. The form must now go to the Whitley County Council for their signature as well.
- The current Meeting Room policy requires an update to reflect the cost of using the new auditorium area. Members were reminded that the current policy requires no fee for those using Room A or B, only a \$ 50 refundable deposit for those using either of these for a private (shower, party, reunion) event. Board members would like to know how much Blue Sky would charge for the additional work of cleaning that area after an event. It was also suggested to check with other area libraries to see what they charge for similar (if applicable) spaces. Treasurer Shoemaker will check into the cost that Crossroads Bank is charged for the use of Manchester University's Jo Young Switzer Center.

Miscellaneous & Public Comment

President, Randy Holler

- President Holler shared a few words on the library's status, both financial and employee related, as he resigns his position due to the fact that he is moving out of the service area. The future use of the remaining Fox Gift funds were briefly discussed, per the repayment of the construction loan.
- David Warner now serves as the president of the South Whitley Park Board.

Adjournment

- Meeting was adjourned at 6:42 p.m.

ATTEST:

Alice Nicodemus, Secretary
Date